#### STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of the Secretary of State Corporations Division 148 W. River Street Providence, Rhode Island 02904-2615 (401) 222-3040

# INSTRUCTIONS FOR FILING ARTICLES OF AMENDMENT TO THE ARTICLES OF INCORPORATION OF A DOMESTIC BUSINESS CORPORATION

Section 7-1.2-905 of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

- In order to procure a Certificate of Amendment, a corporation shall file Articles of Amendment to the Articles of Incorporation (Form No. 101) with the Office of the Secretary of State, Corporations Division, at the above address. When the Articles are completed, signed and submitted with the correct filing fee, a Certificate of Amendment shall be issued.
- 2. Upon filing the Articles, the corporation must be in good standing and current with the filing of its annual reports and the maintenance of its registered agent and its registered office in this state.
- 3. The filing fee for the Articles of Amendment is \$50.00. However, a license fee will also be due and payable if the corporation is increasing its authorized shares. Please call the Corporations Division at the above telephone number for the appropriate fee. Payment should be made payable to the Rhode Island Secretary of State.
- 4. A corporation may amend its articles of incorporation, from time to time, in any and as many respects as may be desired, so long as its articles of incorporation as amended contain only such provisions as are lawfully permitted under 7-1.2. The following instructions apply if the corporation is changing its corporate name:

The name of any business entity must be "distinguishable upon the records of the secretary of state." This means the Office of the Secretary of State will deny a request for a name if such name is identical to or not distinguishable from any entity, name reservation, or registration on file with the Business Section of the Corporations Division. The new corporate name shall contain the word "corporation," "company," "incorporated," or "limited," or shall contain an abbreviation of one of the words. A preliminary name availability check can be made by checking the Name Availability Database on our website, or by phoning us at the above telephone number. This preliminary check is not statutorily required, is not binding upon the Secretary of State, and does not ensure that the name will be available upon filing the Articles of Amendment. It is suggested that you do not make any financial expenditures or execute documents utilizing the name based upon a preliminary name availability check. The final determination as to availability of the name will be made when the documents are submitted for filing.

- 5. As required by Section 7-1.2-105 of the General Laws, all fees and taxes of the corporation must be paid upon filing the Articles of Amendment.
- 6. The Articles of Amendment must be signed by an authorized officer of the corporation.

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m.

Instructions/Form 101 Revised: 12/05





### STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of the Secretary of State
Corporations Division
148 W. River Street
Providence, Rhode Island 02904-2615

#### **BUSINESS CORPORATION**

## ARTICLES OF AMENDMENT TO THE ARTICLES OF INCORPORATION

Pursuant to the provisions of Section 7-1.2-905 of the General Laws of Rhode Island, 1956, as amended, the undersigned corporation adopts the following Articles of Amendment to its Articles of Incorporation:

un	dersigned corporation adopts the following Articles of Amendment to its Articles of incorporation.
1.	The name of the corporation is
2.	The shareholders of the corporation (or, where no shares have been issued, the board of directors of the corporation) on, in the manner prescribed by Chapter 7-1.2 of the General Laws, 1956, as amended, adopted the following amendment(s) to the Articles of Incorporation:
	[Insert Amendment(s)]
	(If additional space is required, please list on separate attachment)
3.	As required by Section 7-1.2-105 of the General Laws, the corporation has paid all fees and taxes.
4.	These Articles of Amendment shall be effective upon filing unless a specified date is provided which shall be no later than the 90 <sup>th</sup> day after the date of this filing
	Under penalty of perjury, I declare and affirm that I have examined these Articles of Amendment, including any accompanying attachments, and that all statements contained herein are true and correct.
Da	nte:
	Signature of Authorized Officer of the Corporation
	Type or Print Name of Authorized Officer

Form No. 101 Revised: 12/05